

May 31, 2006

NOTIFICATION OF VACANCY

**HOUSING PROGRAM ADMINISTRATOR
(Program Administration Specialist II)**

POSITION #00272 & 00241

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

STARTINIG SALARY RANGE:

\$40,000 - \$50,000 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development is recruiting for two highly motivated Housing Program Administrators to design and implement assigned Federal or State programs targeted to low-income individuals, homeless families and individuals, households at imminent risk of homelessness, and persons with HIV or AIDS and their families; provide technical assistance and training, monitor compliance of project sponsors, develop programmatic documents; participate in producing and/or produce reports; and to ensure programs are implemented and services delivered in compliance with state and federal regulations and guidelines.

QUALIFICATIONS:

Direct knowledge of and experience with state and federal housing and homeless assistance programs; housing quality standards, basic construction/rehabilitation standards and or grants management, basic accounting practices, case management and/or housing counseling techniques. Demonstrated Ability to communicate effectively both orally and in writing; to facilitate open discussions; to effectively manage multiple priorities; to design and conduct training workshops; to use PC and appropriate software applications; to manage and report program data. Must have skills in establishing and maintaining effective working relationships inside and outside the agency and to analyze and solve problems. Graduation from a college or university with a degree in social work, planning, public administration or related field. Some experience with grants management and housing and homeless assistance programs. Familiarity with general accounting principles. A combination of education and experience can be substituted for degree requirement. Valid driver's license and travel required.

TO BE CONSIDERED FOR THIS POSITION, A COMPLETED STATE APPLICATION FOR EMPLOYMENT MUST BE RECEIVED AT THE ADDRESS BELOW BY FRIDAY, JUNE 16, 2006 BY 5:00 P.M. EST.

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
501 N. 2ND STREET
RICHMOND, VA 23219
ATTENTION: HUMAN RESOURCE OFFICE
TELEPHONE: (804) 371-7000
FAX: (804) 786-7310
EMAIL: hroffice@dhcd.virginia.gov
EOE**